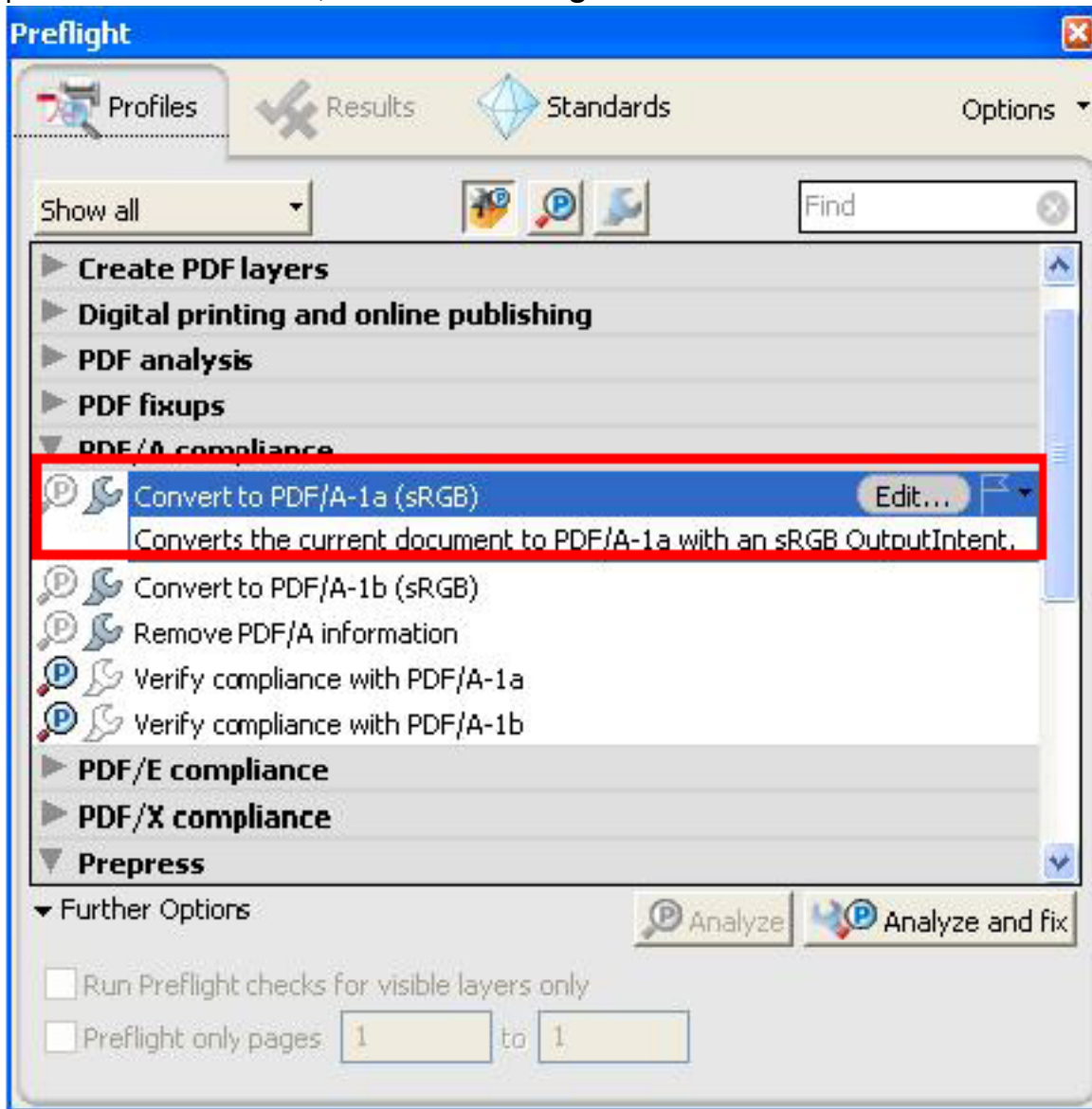


## Converting a PDF document to PDF/A with Acrobat 9 Professional

Open the PDF document, and select “**Preflight**” from the Advanced menu:



Under “PDF/A compliance”, select the “**Convert to PDF/A-1a**” option to create the PDF/A document.

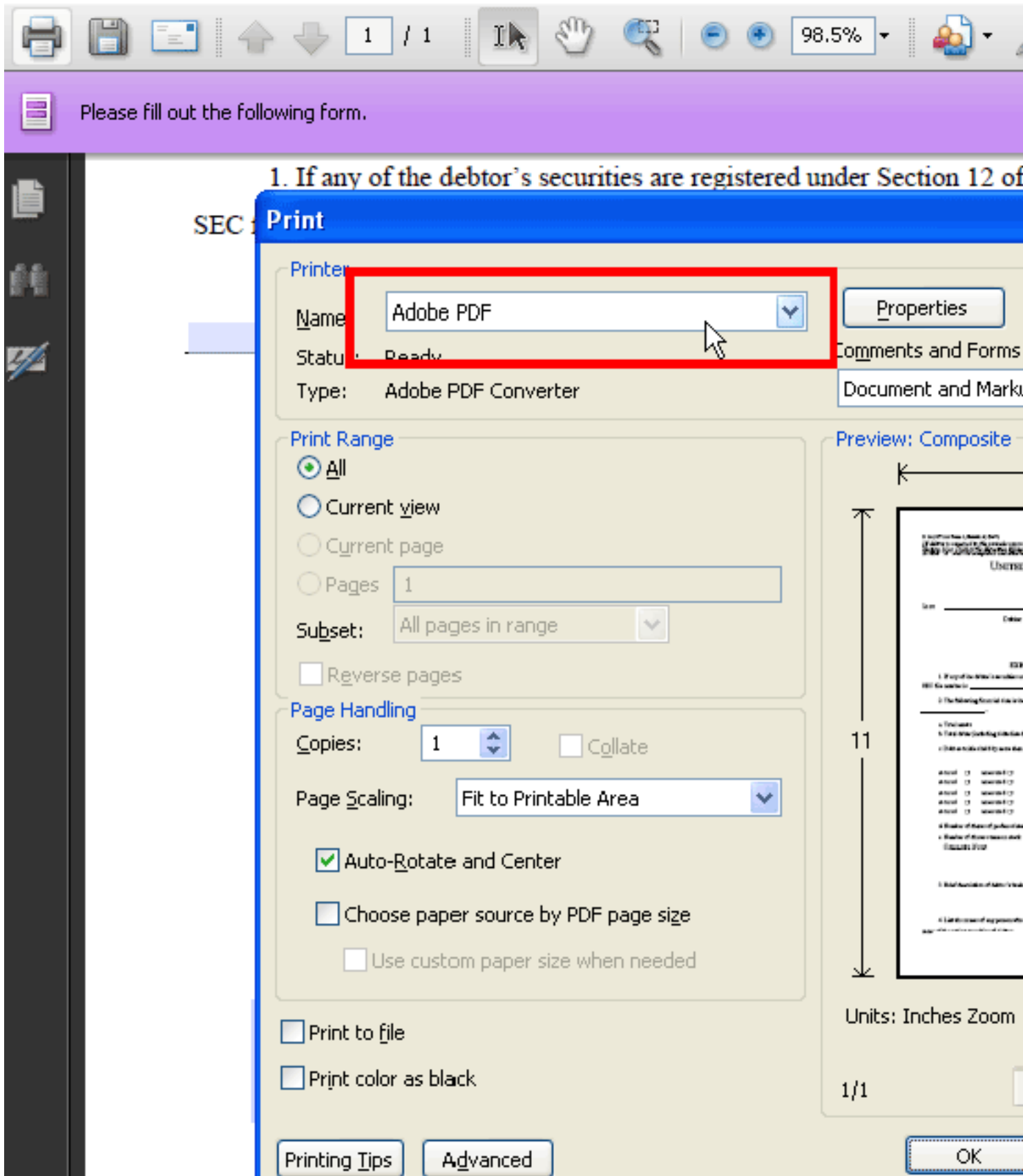
### Creating a PDF/A document with the “print” method

Many web sites, such as [uscourts.gov](http://uscourts.gov), make PDF forms (in standard PDF format) available for filling out in a browser. If you have Acrobat 9 Professional, you can save such a form, then

convert it to PDF/A. However, if you have Acrobat 9 Standard instead of Professional, you must “print” it from the browser, with “Adobe PDF” selected as the “printer”.

The print option is also available in word processors, in Acrobat 9 Standard and Professional, and in other contexts. Note that it will create a file in PDF/A-1b format that is acceptable for CM/ECF submission, but hyperlinks (if any) will not work - so use it only if you have no other option for creating PDF/A.

Open the PDF in the browser or other application. Select the application’s Print option (often on the File menu). In the list of printers, select “Adobe PDF”:



Click the **Properties** button. In the **Properties** dialog box, click the **Printer** tab. Select one of the PDF/A1b:2005

